



The Candidate

The next Menomonie Treasurer/Comptroller must have excellent communications skills and be able to establish a good rapport with a wide variety of community stakeholders. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. Menomonie desires a Treasurer/Comptroller who fosters teamwork and has a collaborative style who will support and encourage a positive work environment as well as professional growth opportunities for city staff. The City of Menomonie is seeking candidates who have demonstrated leadership and have had stable tenures in their past positions.

The position requires a degree in accounting, bookkeeping or related field; with at least three to five years of progressively responsible administrative and leadership experience in a municipal organization. Residency in the community is encouraged.

The City desires a strong background in finance, budget development and management; capital improvement planning; strategic planning; organizational change and development; intergovernmental/university relations; human resources administration and community engagement. The successful candidate should be a person of high personal and professional honesty and integrity; be a team builder in addressing city issues; have a strong work ethic and commitment to public service; be humble and a good listener, and possess the ability to work with diverse personalities and perspectives. Visit the community website at www.menomonie-wi.gov for additional information.

Appointment to this position is expected in early May with the current Treasurer/Comptroller slated to retire at the end of May.

The Position

The Treasurer/Comptroller is Menomonie's Chief Financial Officer (CFO) who directs and oversees the operations of the Treasurer/Comptroller office. As chief financial officer, the Treasurer/Comptroller is responsible for the implementation of the Mayor and City Council's policies and priorities as well as assisting with the preparation of the annual municipal budget. The Treasurer/Comptroller performs work under the direction of the Mayor, City Administrator and serves at the pleasure of the City Council. The City Council is comprised of eleven (11) Alderpersons who serve alternating two-year overlapping terms. The Menomonie Mayor is also elected to a two-year term. Randy Knaack has served as mayor for 13 (thirteen) years and will be up for re-election in 2024.

The Menomonie Treasurer/Comptroller supports the work of the City Administrator and municipal boards and committees by coordinating their official business and disbursing of funds. The Treasurer/Comptroller is expected to develop and maintain financial records, billing, collection, investment and disbursement of all City funds. The Treasurer/Comptroller hires administrative support staff and oversees the management of department led projects and activities.

The Treasurer/Comptroller is responsible for \$31M total annual budget (all funds) and quarterly utility billings. In addition, the City has a 2023-2024 Capital Improvement Budget of approximately \$5M and six (6) Tax Increment Districts.

Services provided by Menomonie include airport, fire, EMS, police, public works, library, parks and recreation and utilities (including parking, sanitary sewer, solid waste/recycling, stormwater and water). A City Organizational Chart follows.